

Vacancy Details

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| Personnel Notice: | 25-15 |
| Date Announced: | 03/16/2015 |
| Closing Date: | 3/27/2015 |
| Command: | Deputy General Counsel, ADR Program, WNY, DC |
| Grade: | GS-14 |
| Type: | Attorney |

PERSONNEL NOTICE

An opening is anticipated for an Assistant Counsel position within the Department of the Navy's (DON) Office of the General Counsel (OGC), Alternative Dispute Resolution (ADR) Program Office, located at the historic Washington Navy Yard in Washington, DC. The attorney will report to the Assistant General Counsel (ADR), who supervises the ADR Program Office.

The ADR Program Office was established pursuant to SECNAVINST 5800.13A with the mission to: (1) promote the use of ADR and provide training in negotiations and ADR methods; (2) assist activities in securing or creating cost effective ADR techniques or local programs; (3) coordinate ADR policy and initiatives; (4) serve as legal counsel for in-house neutrals used on ADR matters; and, (5) assist DON attorneys and other representatives concerning issues in controversy that are amenable to using ADR. Additional information about the ADR Program Office is available at www.adr.navy.mil.

The incumbent will provide legal and business advice, as assigned, on a wide variety of projects involving the use of ADR throughout the DON. The incumbent will keep abreast of developments in ADR by monitoring current ADR research and practical advice, and will provide periodic summary reports on these developments to the Assistant General Counsel (ADR). Duties will require travel to various DON facilities throughout the continental United States and abroad to deliver ADR-related training, so a background in developing ADR training modules and conducting ADR training is highly desirable. The incumbent must become a member of the DON Certified Mediator Cadre, and after successfully passing the DON workplace mediator certification process, the incumbent will travel to various DON facilities throughout the continental United States to conduct mediations.

This position is rated at the GS-14 level, with full performance at the GS-15 level. To be selected at the GS-14 level, the incumbent must have a minimum of three and a half years of relevant legal experience.

We will evaluate applicants based on their: 1) experience and ability to develop and provide training concerning alternative dispute resolution techniques, interest-based problem-solving skills, and collaborative approaches for personnel and labor-management disputes; 2) experience and ability to use alternative dispute resolution techniques such as mediation and group conflict facilitation, preferably with at least ten (10) workplace mediations as the lead mediator; 3) experience and ability to provide effective written and oral communication; and 4) ability to work well with military and civilian clients.

The successful applicant must have graduated from a law school accredited by the American Bar Association, and must be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. Territory, or the District of Columbia and be admitted to practice before a state or federal court. U.S. citizenship is a requirement of this position. The successful applicant will be required to obtain and maintain a SECRET security clearance.

For further information about the position, interested attorneys are encouraged to contact Mr. Robert Manley, AGC (ADR) via email at robert.manley@navy.mil or phone at (202) 685-6987.

Applicants should submit an SF-171 or resume, two writing samples (no more than 10 pages), the two most recent performance appraisals, if available, and a cover letter to:

Robert Manley
Assistant General Counsel (ADR)
720 Kennon Street, SE, RM 214
Washington Navy Yard, Washington, DC 20374

Due to security screening delays, it is recommended that applications be sent via Federal Express or e-mailed to robert.manley@navy.mil.

This announcement closes on March 27, 2015 at 11:59 p.m. EST, and applications must be received by that date to be considered.

If the successful applicant is not a current member of the Office of the General Counsel of the Department of the

Navy, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Career section of www.ogc.navy.mil).

Applicants eligible for Veterans' Preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty, or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit www.opm.gov/veterans and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying Veterans' Preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for Veterans' Preference will not receive this positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

Reasonable Accommodation Policy Statement:

https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement

Legal and Regulatory Guidance: https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance

Relocation expenses will not be paid.

THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.